

College Relations Series—7000

## **BULLETIN BOARDS**

This procedure provides guidelines in terms of time, place, and manner of postings on campus. Chemeketa Community College reserves the right to address concerns or make suggestions related to content of postings in an effort to reinforce the educational mission of the college.

**Sponsor:**

1. Submits printed material of non-commercial content to the **Student Retention & College Life department**. (Material shall bear the name of sponsoring organization and date—See #4.

**Student Retention & College Life department:**

1. Reviews material to assure compliance with Student Rights and Responsibilities document and existing laws.
2. Posts on designated college bulletin boards.
  - 2.a. Designates an employee, student employee, or club member to post material using white gaffers tape (easy removal and not harmful to brick and walls).
3. Monitors bulletin boards and removes materials after two weeks (unless otherwise noted).
  - 3.a. Insures external walls are used to post only college-wide programs open to all.
4. Insures materials to be posted include the following information: type of event, location of event, date and time of event, event sponsors, sponsors contact information.
5. Insures that all college sponsored event postings have the current American Disabilities Act (ADA) statement on all flyers 8.5" x 11", and posters 11" x 17"—Chemeketa Community College is an equal opportunity, affirmative action institution. If you need special accommodations, please contact Disability Services 503.399.5192 (voice/TDD), at least two-weeks in advance.

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### **Restrictions:**

1. Not allowed: using masking tape, or clear scotch tape, or other adhesives (including paste, glue, and spray adhesive), using nails, heavy gauge staples, or other metal fasteners.
2. Materials may not be placed on vehicles, lockers, painted surfaces, doors, walls, glass (i.e. windows and doors) or attaching posters or flyers or spray painting on woodwork, statues, or other public art, trees, sidewalks/walkways, stairwells, roads, grassy areas, bus shelters, or other areas not expressly permitted through this procedure.

September 9, 1991  
*Adopted College Council*  
June 7, 2006  
*Revised*

October 26, 2015  
*Revised by College Executive Administration*